



COMMONWEALTH OF KENTUCKY  
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### **Continuing Education: Course Notification**

*Please attach to this form an outline of the course and one copy of all materials provided to students. For online courses, please provide "test" login information.*

1. Name of Provider \_\_\_\_\_
2. Course Title \_\_\_\_\_
3. Date(s) and Location(s) \_\_\_\_\_  
\_\_\_\_\_
4. Number of Students Per Course: Minimum \_\_\_\_\_ Maximum \_\_\_\_\_
5. Instructor(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Course Administration [ ☐ ] Classroom [ ☐ ] Computer Based [ ☐ ] Internet [ ☐ ] Correspondence
7. Course Length (50 minutes = 1 hour) \_\_\_\_\_
8. Grading Procedure (if applicable) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Method for Evaluating Instructor(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Course Last Updated: \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_